

HARDWARE AND SOFTWARE SOLUTION FOR APPROVAL  
MANAGEMENT  
(Approval Manager)

USER GUIDE

VERSION 1.0

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## **ABSTRACT**

This document constitutes a user guide for the Hardware and Software Solution for Approval Management (Approval Manager) (hereinafter Approval Manager, the Solution, the System).

The document provides a general description of the software solution and instructions required for its correct intended use.

The Approval Manager developer reserves the right to make changes to the software without amendment of the documentation. When new versions are released, changes to the software are recorded in the documentation accompanying the released version.

## TERMS AND ABBREVIATIONS

Term/Abbreviation	Definition
MATMC	Main Air Traffic Management Centre
IS	Information System
AUP AT	Airspace Use Planning Automation Tool
ATP AT	Air Traffic Planning Automation Tool
OS	Operating System
Approval Manager, System	Hardware and Software Solution for Approval Management
PC	Personal Computer
SW	Software
RPL	Repetitive flight plan message
N Form	Application for a non-scheduled flight
R Form	Application for a scheduled flight
CDB	Central Data Bank
FATA	Federal Air Transport Agency

# **1 INTRODUCTION**

## **1.1 Name and description**

Full name: Developing a mobile application for remote approval of non-scheduled flights by the executives of FATA and FSUE State ATM Corporation (hereinafter the Hardware and Software Solution for Approval Management, Approval Manager, the System).

Short name: Approval Manager

## **1.2 Level of user knowledge for operating the System**

System users shall be qualified to:

1. Perform standard procedures in the dialog environment of the OS in use.
2. Perform standard procedures defined in the System.
3. Have skills in working with the office programs and web-browsers.

## **2 PURPOSE AND USAGE REQUIREMENTS**

### **2.1 Purpose**

Depending on the user role, Approval Manager allows to:

- create and view by the user of the registry of R Forms and N Forms requiring approval;
- search for and filter information in the registry of R Forms and N Forms;
- set the number of columns containing required information and their order in the registry;
- view information on the selected R Form or N Form pending the user's approval;
- view files attached to the R Form or N Form;
- manage the archive of approved R Forms and N Forms for the current and previous schedule season;
- approve a selected R Form or N Form according the user status and role-based model within the system;
- generate automatic notifications and alerts on various system events.

### **2.2 Usage requirements**

The minimal hardware requirements for the web version of the Approval Manager frontend software to function are:

- x86- or x64-bit 1.9 GHz dual-core processor;
- 2GB RAM or more;
- 1024 x 768 display resolution or more;
- Internet connection faster than 400 kbps.

Please note that these requirements are minimally recommended and do not guarantee satisfactory performance.

The web application can be run in any of the following web browsers launched in the specified operating systems:

- Microsoft Edge (latest publicly released version) operates in Windows 10, Windows 8.1, Windows 8, Windows 7;
- Mozilla Firefox (latest publicly released version) operates in Windows 10, Windows 8.1, Windows 8 or Windows 7;
- Google Chrome:
  - Google Chrome (latest publicly released version) operates in Windows 10, Windows 8.1, Windows 8, Windows 7;
  - Google Chrome (latest publicly available version) operating in the two latest

public versions of Mac OS;

- Apple Safari (latest publicly available version) operating in the two latest public versions of Mac OS or on Apple iPads.

To download the latest distributions of the above web browsers, please visit the websites of browser software manufacturers. To install a browser on a user workstation, please refer to the staff responsible for operating the System.

To launch the web application, you can use other browsers apart from those listed above; however, it is not guaranteed that the application will be fully functional.



## **3 SETUP**

### **3.1 Procedure for loading data and programs**

#### **3.1.1 Using the web version**

Please do the following before operating APPROVAL MANAGER on a user workstation:

1. Make sure there is an Internet connection (does not apply to MATMC users).
2. Launch the web browser.
3. Perform the actions specified in par. 4.1.2 herein.

#### **3.1.2 Using mob app**

Please do the following before operating Approval Manager on a mobile device:

1. Launch the Approval Manager app.
2. Perform the actions specified in par. 4.1.2 herein.

#### **3.1.3 Functionality test procedure**

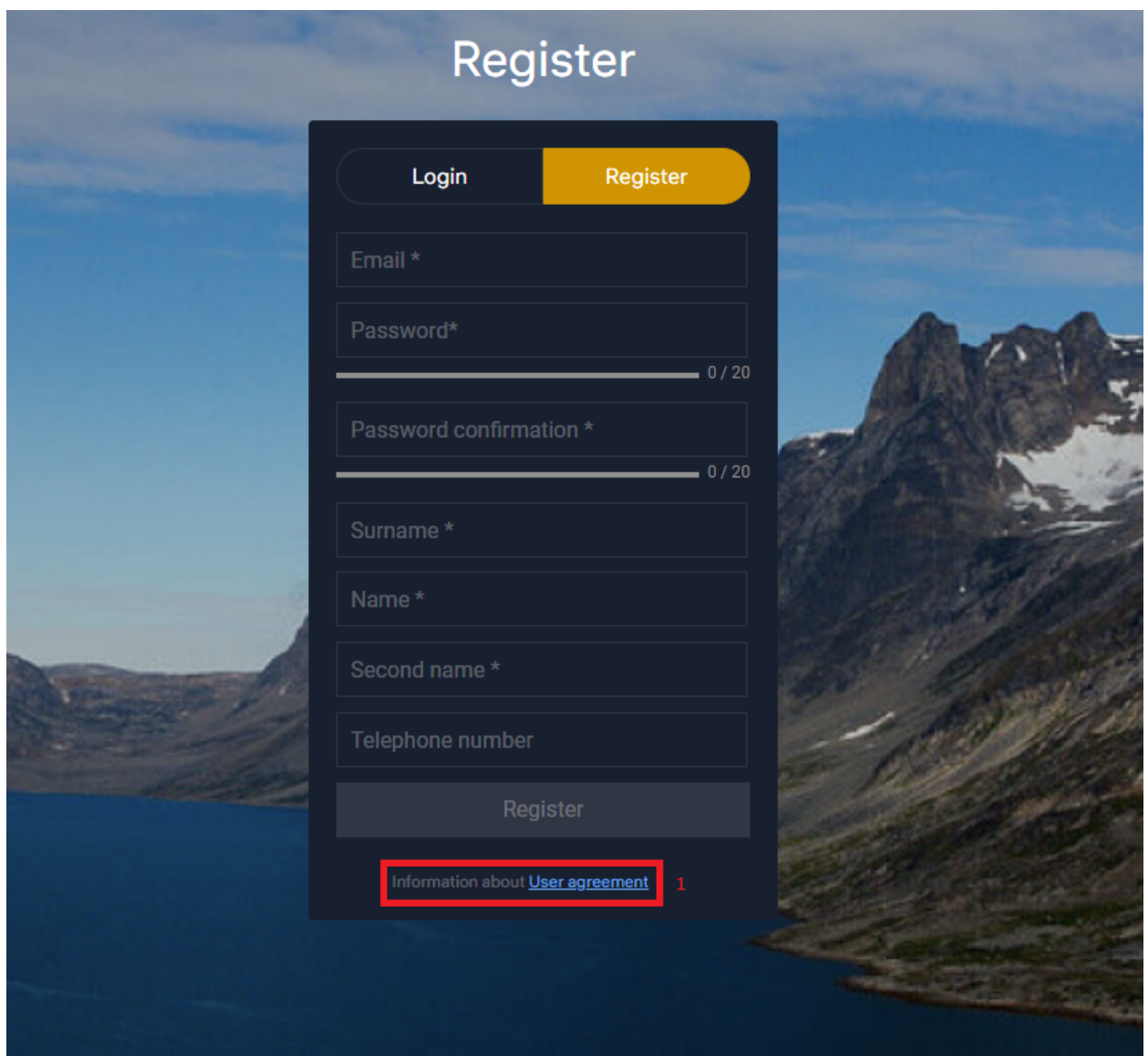
In case your web browser does not display the System authentication form or the Approval Manager register form, please refer to the staff responsible for operating the System.

## 4 OPERATIONS DESCRIPTION

### 4.1 Main operations

#### 4.1.1 Registering a new user in the system

To access the portal, you need to register. To do so, please go to <https://permit.matfmc.ru/auth/register> or click on the title of the Registration section. The registration window will open (Figure 1) where you need to fill out all the fields in the form (the fields marked with \* are mandatory) and then click the Register button. Users from State ATM Corporation, FATA and air carriers seeking approval should register using their corporate email addresses. Before registering, please read the User Agreement by clicking on the link User Agreement Information [1] at the bottom of the registration window.



The registration window is titled "Register" and contains the following elements:

- Buttons: "Login" and "Register" (highlighted in yellow).
- Input fields: "Email \*", "Password\*" (0 / 20), "Password confirmation \*" (0 / 20), "Surname \*", "Name \*", "Second name \*", and "Telephone number".
- Buttons: "Register" (disabled).
- Link: "Information about [User agreement](#)" (highlighted with a red box) and a small red "1" next to it.

Figure 1. Portal registration window

After registering a message will be sent to the specified email address asking to confirm it (Figure 2). In the received email, please click the "Confirm your account" button or click on the

link at the bottom of the email.

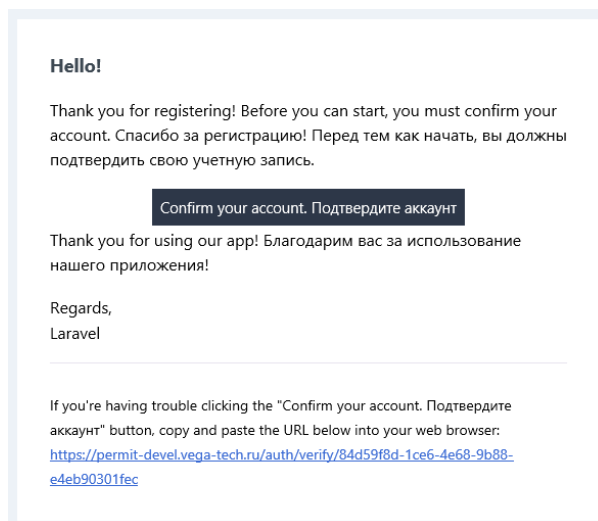


Figure 2. Email confirmation message

#### 4.1.2 Logging in

To login, go to <https://permit.matfmc.ru/auth/login> or click on the Login section title and in the login form (Figure 3), enter the email address and password provided upon registration in the relevant form fields.

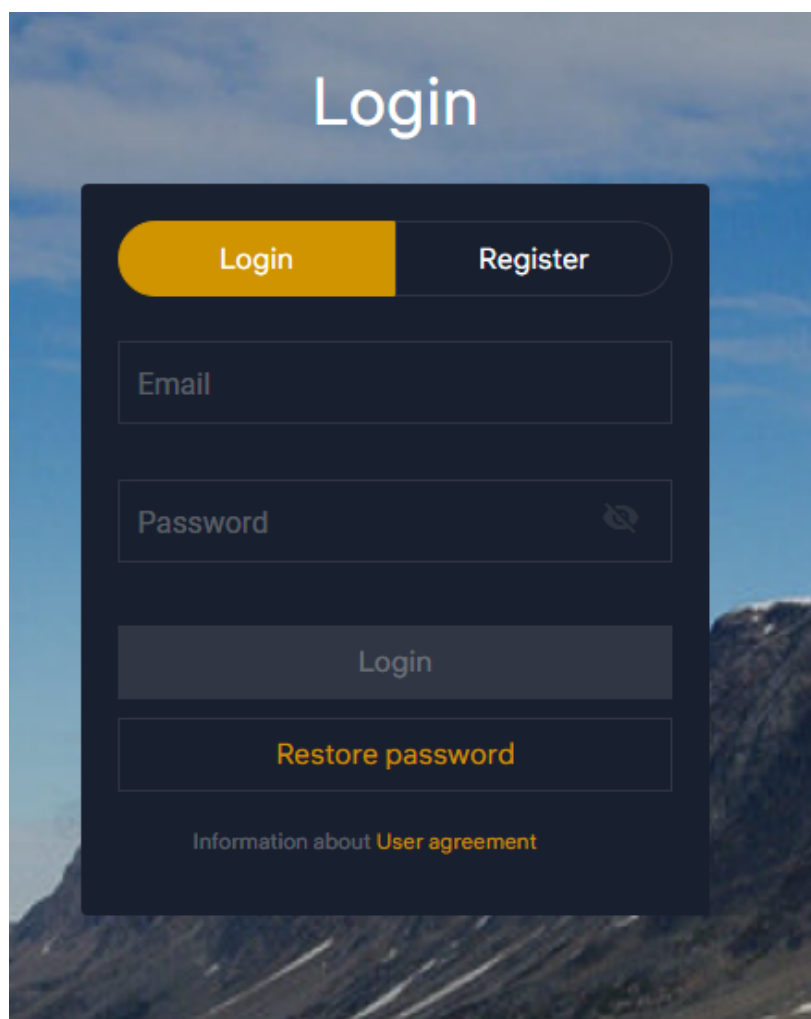


Figure 3. Logging in

The system has two-factor user authentication, so every time you log in, you have to enter a confirmation code (Figure 4) sent to the email address provided upon registration (Figure 5). In case a confirmation code is not received within 10 minutes, it can be requested again by clicking the Resend button in the window for entering a confirmation code. To log in, click the Log in button.

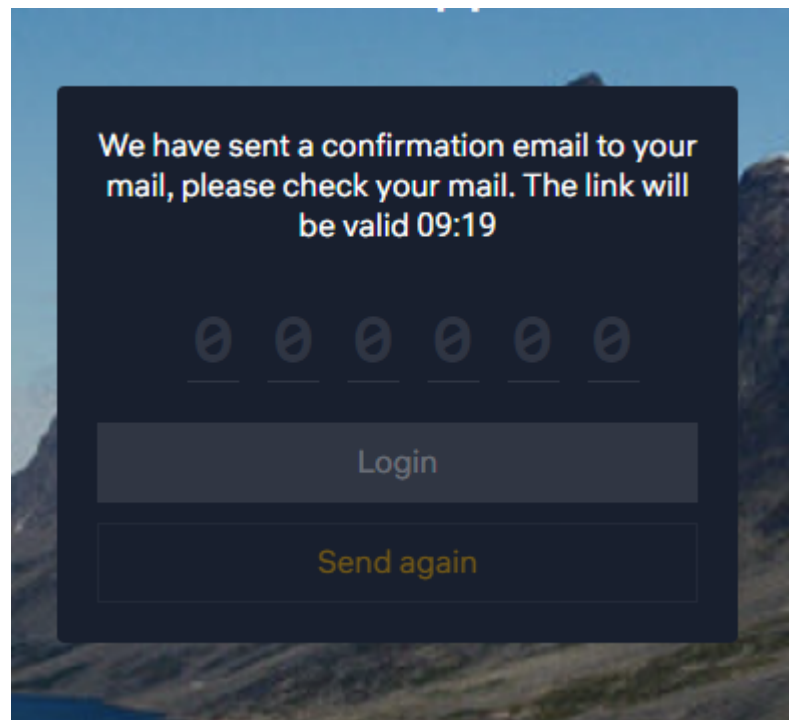


Figure 4. Entering a confirmation code

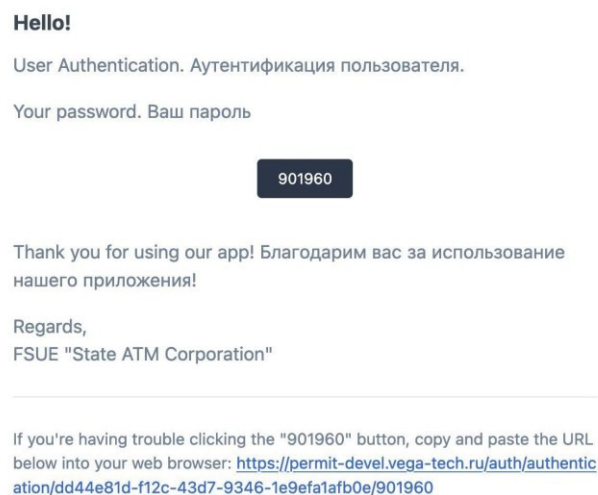


Figure 5. Message containing a confirmation code

#### 4.1.3 Role verification, role switching, role assignment

Roles are assigned to users by the System Administrator depending on the functions that a user can perform in the system. One user might have several roles. A user can use only one active role at a time.

To select and verify an assigned role, click the Profile and Settings button [1], click on the Profile item in the drop-down menu and in the window that appears (Figure 6), select the Role bookmark [2].

Use the toggles [3] to switch between roles. The active role is marked with a yellow toggle.

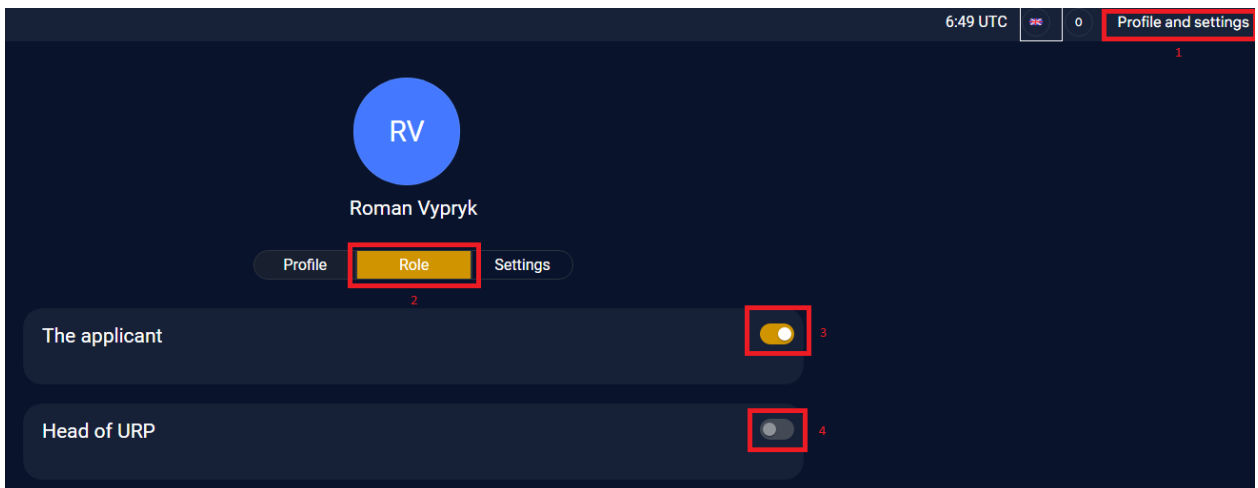


Figure 6. Assigning a role

## 4.2 Working with the application/flight registry

### 4.2.1 Application/flight status description in the registry

There are the following statuses in the application/flight registry for the R Form and the N Form:

- Draft: the application form is created but not submitted;
- Canceled: the application is canceled (withdrawn) by the applicant;
- Sent: the applicant sent the application form for approval;
- Pending: the form is pending approval;
- Request for Information: the approver has requested additional information on the request;
- Response: the form contains a response to the request for information;
- Rejected: the application is rejected;
- Approved: the application is approved.

### 4.2.2 General information for working with the application/flight registry

After logging in, the main screen is the application/flight registry (Figure 7). At the bottom left of the screen there is a toggle for switching between registry display modes: By Application/By Flight.

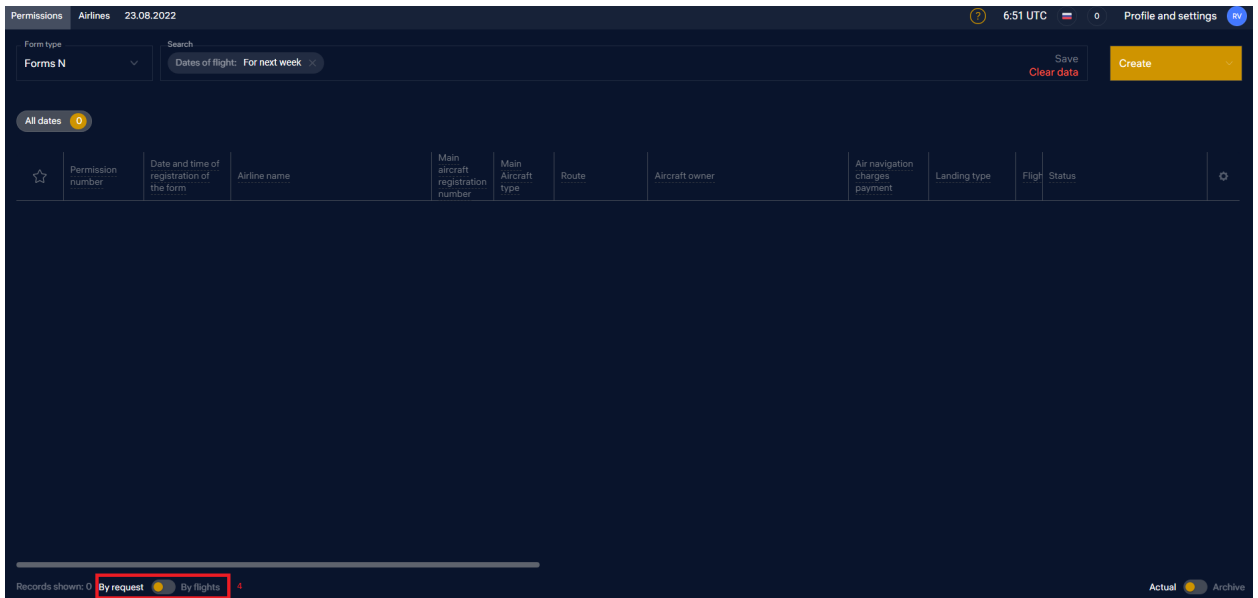


Figure 7. Application registry

By default, you see the application registry broken down By Flight. To change the registry break-down to applications, switch the By Application/By Flight toggle to the By Application position.

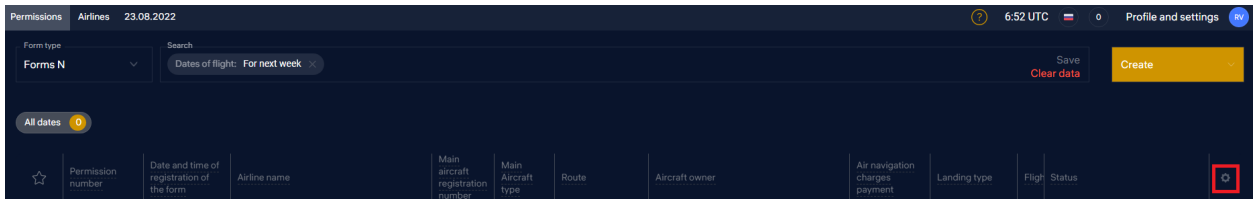


Figure 8. Flight registry

At the top right of the registry there is a Gear icon (Figure 8) that opens the registry display settings menu. There are two tabs available in the settings menu: Display and Sort.

On the Display tab (Figure 9) you can disable a certain column using toggles next to each registry item. The registry column order can be changed by dragging and dropping registry items. Figure 9 shows that the items Permission Number and Registration Number of the Main Aircraft are disabled for illustrative purposes.

Permission number	Flight start date	Flight end date	Date of registration of the form	Airline name	Type of main aircraft	ANO payment	Flight number	Departure (location) Name / code (coordinates)	Arrival (place) Name / code (coordinates)	Status
20220617-465869	17.06.2022	17.06.2022	17.06.2022 2 months ago	TURKISH AIRLINES	B77L	Paid	809	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	A
20220617-465945	17.06.2022	17.06.2022	17.06.2022 2 months ago	TURKISH AIRLINES	B77L		809	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	D
20220617-467074	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744		101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	R
20220617-466782	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744	Paid	101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	A
20220617-467393	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744		101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	D
20220617-469380	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744	Paid	101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	A
20220617-469467	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744		101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	D
20220617-466915	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744	Paid	101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	Canceled

Figure 9. Configuring registry column display

On the Sort tab (Figure 10), the buttons allow to sort applications in the registry in ascending or descending order with respect to the registry fields enabled for sorting. In the N Form registry, the default sorting is by flight date and time from the earliest to the latest (flights having the earliest date and time are displayed at the top of the registry).

Changes to registry display are made in real time and are visible immediately upon disabling or moving the items. Display and sorting settings are stored for each user individually. When sorting is enabled in the N Form registry, data are first sorted by the selected criteria and then by the flight date/time. If a flight date and departure time are specified among the sorting criteria, data are displayed in the N Form registry according to the selected criteria.

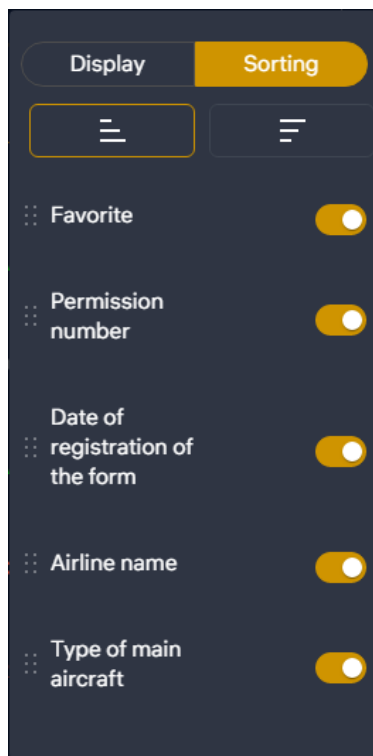


Figure 10. Configuring registry column sorting

### 4.2.3 Registry search and filtering

At the top of the application registry window there is a global search bar [1] (Figure 11). By default, the enabled filter is Flight dates: Next week [2].

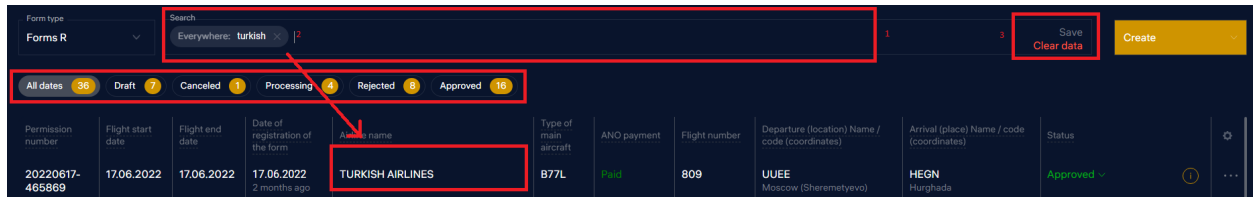


Figure 11. Global contextual search bar in the registry

The system has pre-defined bookmark filters by application date and status [5]. To use them, click the corresponding tab on the panel and the active filter will be highlighted in grey. You can enable several pre-defined filters at the same time. To disable a filter, click on it again.

To search for any information on the registry, you can use the global search function by typing your text in the search bar [1]. After clicking the Enter button on your keyboard, you will see a filter labeled Everywhere: [3]; information on the registry is filtered according to the selected criteria. When using the global search function, the system displays a message alerting the user that contextual search by selected parameters might take some time (Figure 12).

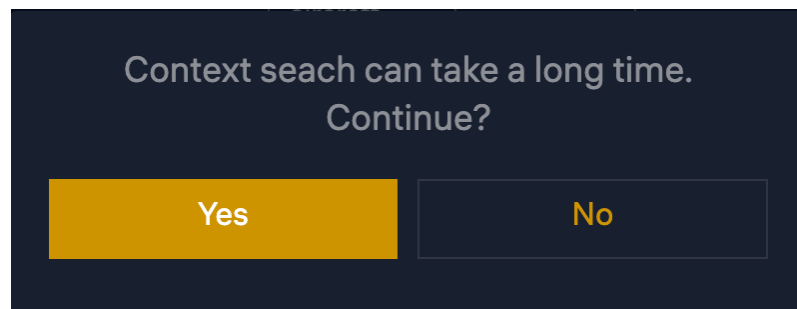


Figure 12. Confirmation for performing contextual search

To find information on the registry faster, it is recommended to search by registry columns. When clicking on the title of any registry column, the column search field appears (Figure 13).



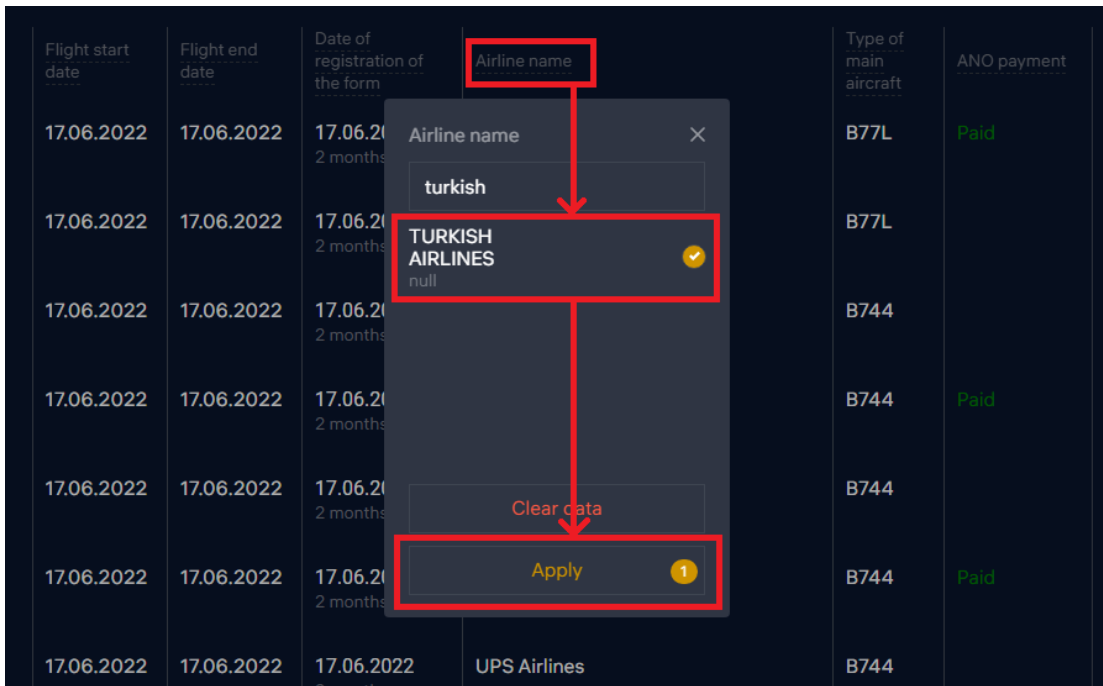


Figure 13. Column search window

As you enter your text in the search field, you see options relevant to the entered data. You should select the required option from the list. The filter value is shown in the Search bar (Figure 14).



Figure 14. Filtering by column in the search bar

To filter data by two columns, repeat the above process with the next column; the results of joint filtering are saved. Filters are removed manually by clicking the Clear button or [X] in the search bar or when the page is refreshed.

A user can save their set of user filters. To do so, arrange your filter set in the search bar (filters can be selected from standard ones or customized), then save it by using the Save button and assign a user name to your filter. To use your filters, clear the search bar and select a required filter from My Filters list (Figure 15). User filters are only visible to the user who created them.

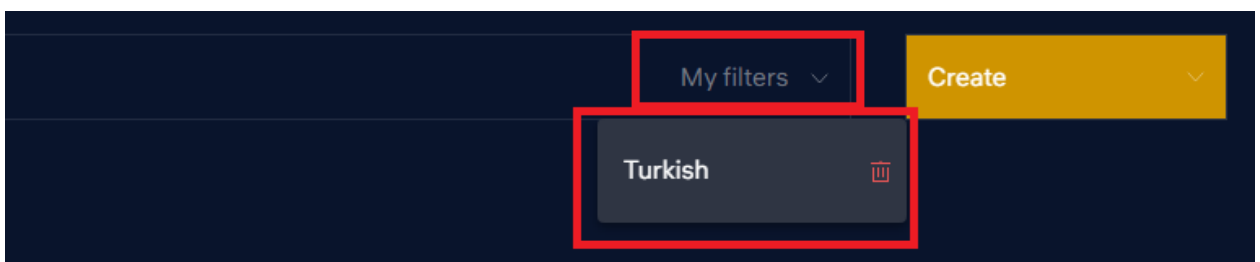
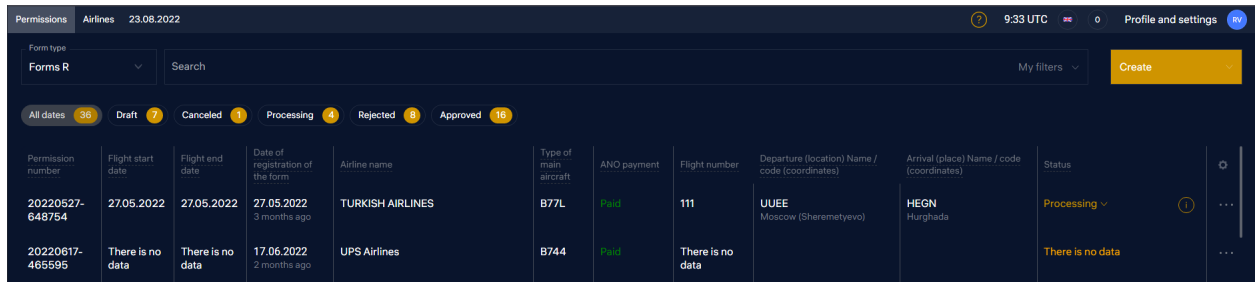


Figure 15. User filter list

#### 4.2.4 Using bookmarks (fixed selections) in the registry

For a System user with the Applicant role, each bookmark is a list of applications pre-sorted by the relevant status. Next to each bookmark there is a numeric indicator showing the number of applications it contains (Figure 16).




Permission number	Flight start date	Flight end date	Date of registration of the form	Airline name	Type of main aircraft	ANO payment	Flight number	Departure (location) Name / code (coordinates)	Arrival (place) Name / code (coordinates)	Status
20220527-648754	27.05.2022	27.05.2022	27.05.2022 3 months ago	TURKISH AIRLINES	B77L	Paid	111	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	Processing
20220617-465595	There is no data	There is no data	17.06.2022 2 months ago	UPS Airlines	B744	Paid	There is no data			There is no data

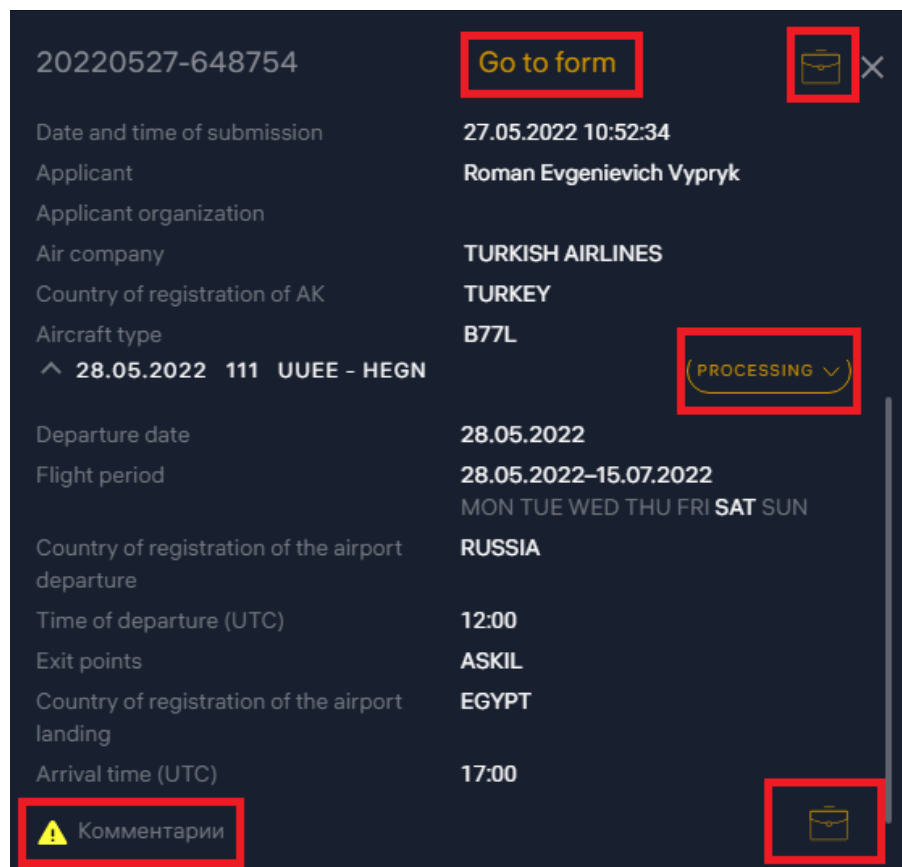
Figure 16. Application registry bookmarks for the Applicant role

When the application status changes, its display also changes in these bookmarks.

It is worth noting that the All Forms bookmark indicates the number of forms, while other bookmarks indicate the number of flights. The number of values in the bookmarks is shown without enabled filters.

#### 4.2.5 Specifics of working with an application card.

When clicking the  icon, an Application Card is opened from the registry showing key information on the flight as contained in the document (Figure 17).



20220527-648754

[Go to form](#)

Date and time of submission: 27.05.2022 10:52:34

Applicant: Roman Evgenievich Vypryk

Applicant organization:

Air company: TURKISH AIRLINES

Country of registration of AK: TURKEY

Aircraft type: B77L

28.05.2022 111 UUEE - HEGN

Departure date: 28.05.2022

Flight period: 28.05.2022–15.07.2022  
MON TUE WED THU FRI SAT SUN


Country of registration of the airport departure: RUSSIA

Time of departure (UTC): 12:00

Exit points: ASKIL

Country of registration of the airport landing: EGYPT

Arrival time (UTC): 17:00

 Комментарии






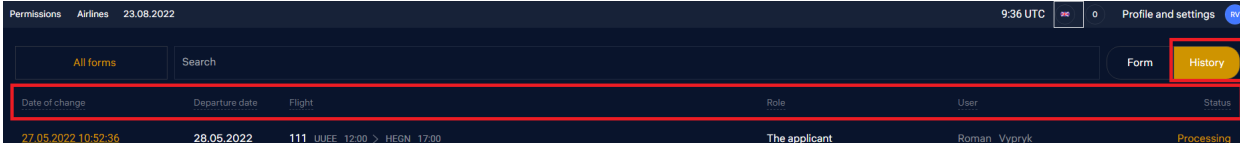
Figure 17. Application card

Without opening the form, you can view the approval status, attached documents  and telegrams , as well as comments to the flight. If needed, you can open the form from the card.

### 4.3 Working with the application

#### 4.3.1 Viewing application history

To view data changes, applications have the Application History function. In the opened application, click the History button (Figure 18). Application processing history is displayed by flights. To search for required information in the history, click on the title of the relevant column by which you plan to perform a search, enter your query in the window that appears and click the Apply button.

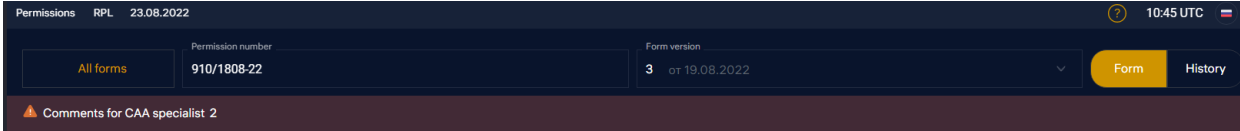


Date of change	Departure date	Flight	Role	User	Status
27.05.2022 10:52:36	28.05.2022	111 UJEE 12:00 > HESN 17:00	The applicant	Roman Vypryk	Processing

Figure 18. Application history

#### 4.3.2 Responses to comments (requests) from approving bodies

To respond to a request for information or a comment, you should open the application. At the top of the screen you will see a notification about a request for information or about a comment (Figure 19). Having clicked on the notification and selected a required item in it, you will see a response form on the screen. The response should be entered in the Comment field. If needed, attach an additional document by clicking the clip icon on the right. To send a response, click the Send button; the status in the registry will change to Response.



Permission number	Form version
910/1808-22	3 OT 19.08.2022

Figure 19. Response to a request for information

#### 4.3.3 Archiving an application

The archiving function is available to users with the Applicant role. To archive an application, in the application registry, click three dots on the right of the application row (Figure 20) and select the Archive item in the drop-down menu.

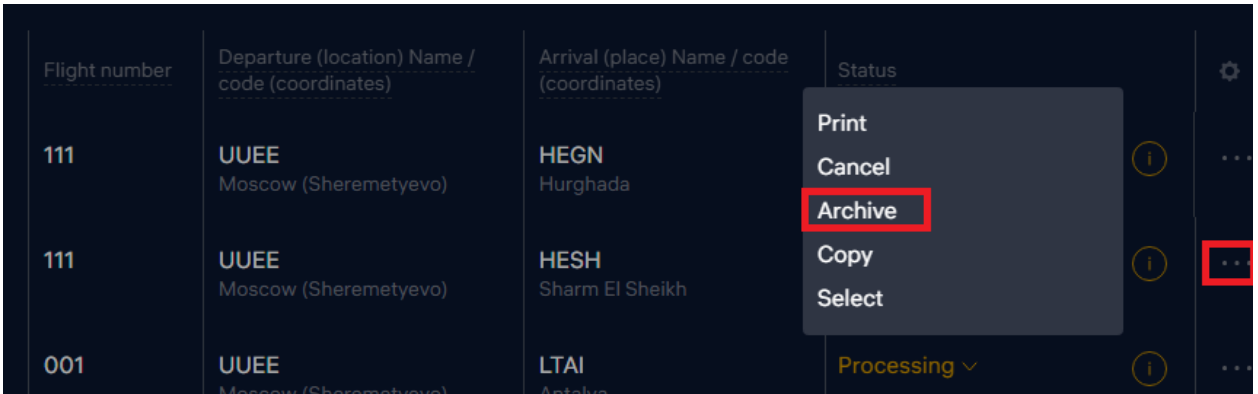


Figure 20. Deleting an application

The list of archived applications can be viewed by switching the Actual/Archived toggle to the Archived position (Figure 21).

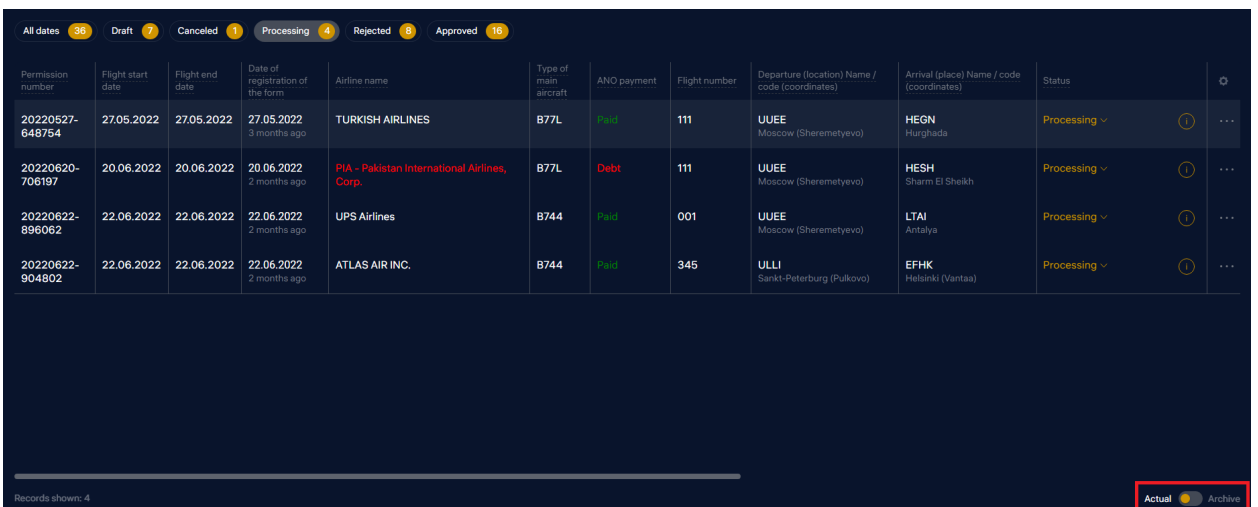


Figure 21. Switching between Actual/Archived applications

#### 4.4 Adding and editing airline and aircraft fleet details and documents

Editing airline and aircraft fleet details is performed on the Airlines tab (Figure 22). Airlines are added by clicking the Add button [2].

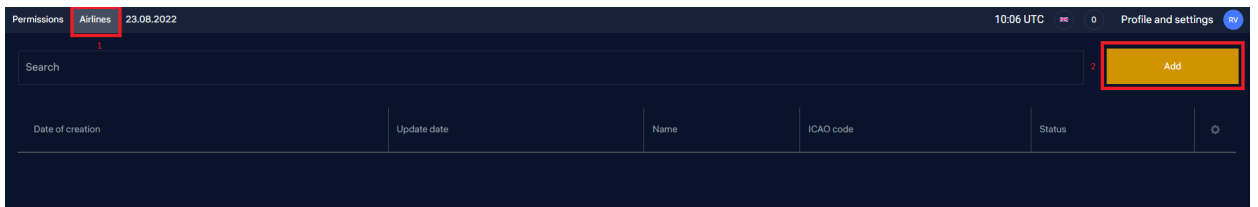


Figure 22. Airline tab

To enter airline details, enter its name in the Aviation Company field and select Create AC in the drop-down list (Figure 23). Then you should fill out the form fields. At the bottom there are fields for adding documents and aircraft. If the airline details are found in the CDB, the form will be filled out with the available details, which the user can edit. In case the airline details are missing in the CDB, you should fill out the form, upload required documents and

click the Save button.

Figure 23. Adding an airline

To edit an airline, start entering its name and then select it in the list that appears.

Details about an airline and its aircraft are verified in the CDB. If an airline is unverified in the CDB, it will have a yellow exclamation mark next to its name in the N Form. After verification the icon will change to a green tick.

## 4.5 Working with the R Form

### 4.5.1 Creating and editing the R Form

To create an R Form, the Airline field must be filled out in the user profile.

The R Form can be generated only for foreign aviation companies. An R Form application is filled out as follows:

Section 1, Aviation Company Information is filled out with the information from the airline directory. Airline details having a green tick next to them are verified. You can view/hide aviation company details by clicking the button on the right in the Expand/Collapse field.

Figure 24. Filling out the R Form. Aviation company details

If needed, aviation company details can be edited by the user (in this case the Open Lock icon is displayed next to the airline name). Upon saving the application the details will be sent to the CDB for verification.

Section 2, Main Aircraft: you only have to provide the aircraft type according to the ICAO code; all other parameters will be automatically taken from the directory.

Figure 25. Filling out the R Form. Main aircraft

After editing aircraft details the icon next to the airline name will change to an open lock.

Wet leasing: provide the name of an aviation company that wet leases the aircraft for the flight and the leased aircraft type according to the ICAO code (Figure 26).

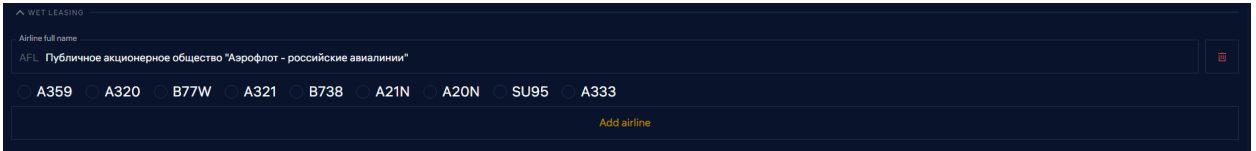


Figure 26. Filling out the R Form. Wet leasing

Section 3, Spare aircraft types: using the Add Aircraft button, provide the spare aircraft type according to the ICAO code or switch the toggle Make the entire aircraft fleet of the aviation company spare (Figure 27).

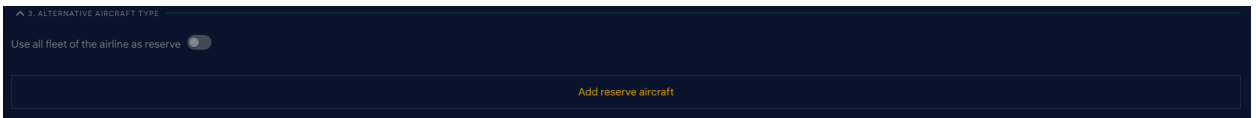


Figure 27. Filling out the R Form. Spare aircraft types

The Flight Days item: provide the dates (period) when flights start/end and select days of the week on which flights are planned (Figure 28). The All button selects all days of the week.

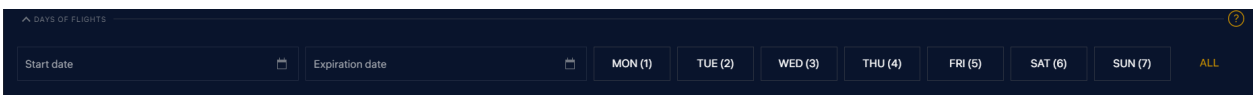


Figure 28. Filling out the R Form. Flight dates and days

Section 4, Flight Details: provide extensive flight details (flight number, radio call sign, STS, departure and destination airports, departure and landing time, main and alternative entry and exit points in the airspace of the Russian Federation). Airports and entry/exit points in the airspace of the Russian Federation are selected from the directories. The airport can be selected either by the city name or by the IATA and ICAO code. You can add another return flight to the current application by clicking the Add Return Flight button (Figure 29).

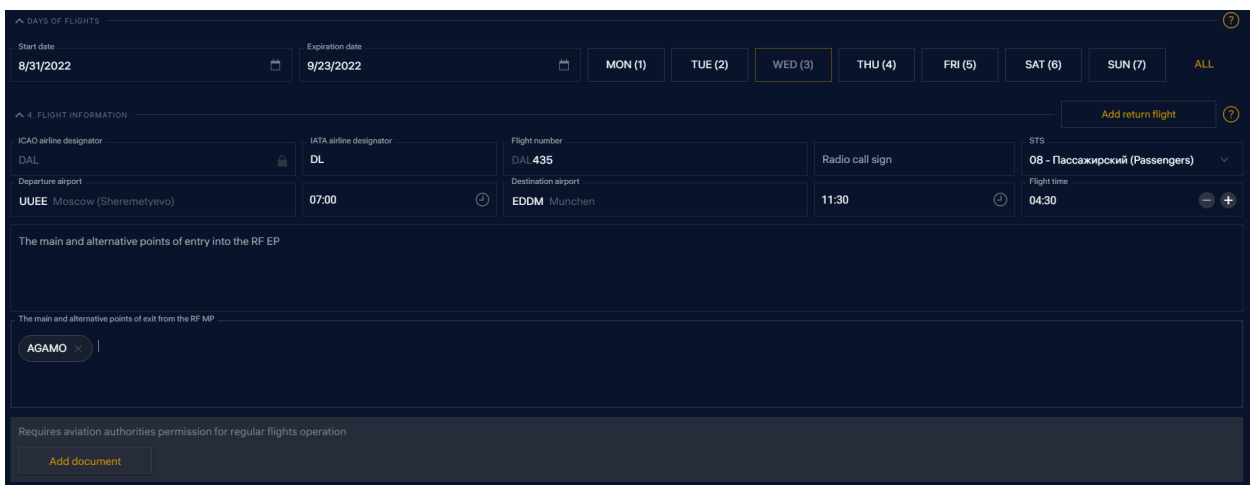


Figure 29. Filling out the R Form. Flight details

If needed, the user can attach a document containing a confirmation by the chief airport operator to provide time slots. To do so, click the Add Document button, select the document type from the list and then specify the path to the file to be uploaded. The attached file will appear in the application form as a hyperlink that opens the document when clicked on [1] (Figure 30). The document gets available for opening after saving the application. To delete an attached document, use the Bin button [2].



Figure 30. Filling out the R Form. Attaching documents

The Codesharing section is filled out if needed; the code of a partner airline is entered using the Add Airline button.

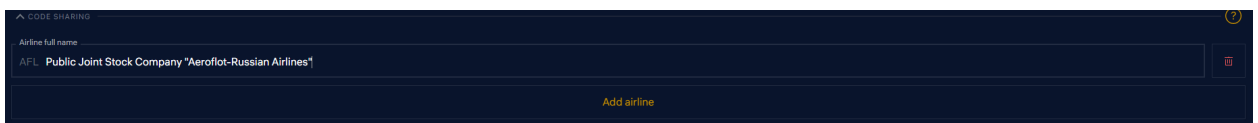


Figure 31. Filling out the R Form. Codesharing

Stop-Overs and Refueling Stops: this section is filled out if applicable by providing the airport, landing time, departure time, duration of the stop (in hours), which is calculated automatically, and whether this is a refueling stop or a stop-over. If needed, you can attach a file containing a confirmation by the chief airport operator to provide time slots. To do so, click the Add Document button (Figure 32).

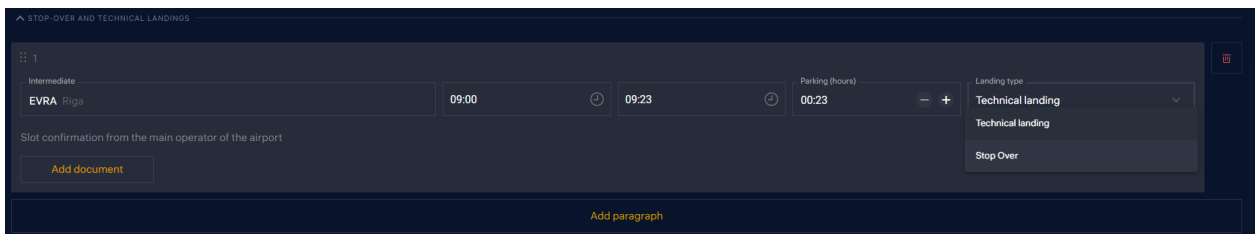


Figure 32. Filling out the R Form. Stop-overs and refueling stops

Segments with commercial rights: this section contains the list of route segments and is filled out automatically. You should select the segments with commercial rights and, if needed, attach a document issued by the aviation authorities and confirming the right to perform scheduled flights. To do so, click the Add Document button (Figure 33).



Figure 33. Filling out the R Form. Segments with commercial rights

Section 11, Comment is the field for providing additional information on the application. If needed, the user can attach additional documents to the application by clicking the Add


Document button, selecting the document type from the Telegram-Other list [1] and then specifying the path to the file to be uploaded (Figure 34). The attached file will appear in the application form as a hyperlink that opens the document when clicked on. The document gets available for opening after saving the application. To delete an attached document, use the Bin button  [2].



Figure 34. Filling out the R Form. Attaching files

To send a filled out application for approval, click the Send button [1] in the top right corner of the form and confirm sending [2] (Figure 35).

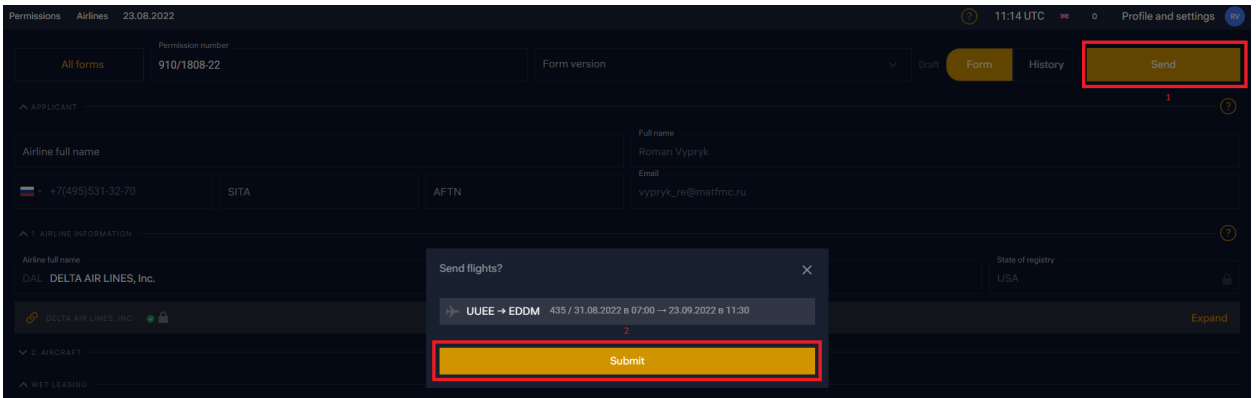
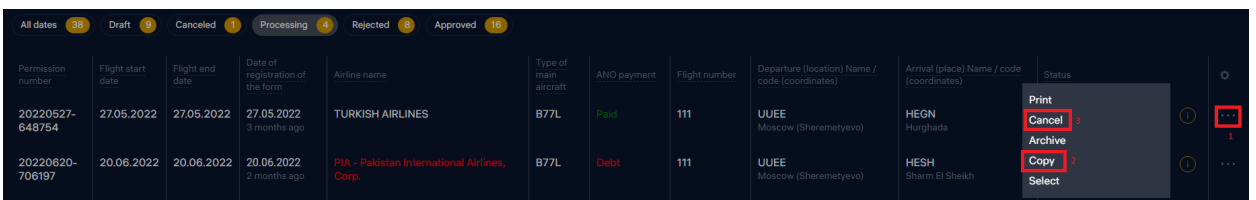


Figure 35. Sending the R Form

#### 4.5.2 Modifying the R Form

To modify an existing R Form, in the registry, open the application to be modified and make clarifications. Make sure the application is not sent for approval; that is, it should have the Draft status.

In case the R Form has been sent for approval, to make modifications, you create a copy of the application to be modified by clicking the Duplicate button [2] in the context menu appearing upon clicking three dots [1] on the right of the application row (Figure 36). The original application must be nullified using the Nullify button in the context menu [3].





Permission number	Flight start date	Flight end date	Date of registration of the form	Airline name	Type of main aircraft	ANO payment	Flight number	Departure (location) Name / code (coordinates)	Arrival (place) Name / code (coordinates)	Status
20220527-648754	27.05.2022	27.05.2022	27.05.2022 3 months ago	TURKISH AIRLINES	B77L	Paid	111	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	Processing
20220617-465869	17.06.2022	17.06.2022	17.06.2022 2 months ago	TURKISH AIRLINES	B77L	Paid	809	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	Approved
20220617-466782	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744	Paid	101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	Approved

Figure 36. Modifying the R Form

4

If the R Form already has the Approved status, to modify the application, you should select the Modify button from the context menu [4]. The modified form will be sent for approval and the original one retains its current status until the status of the modified form changes. If the modified version of the R Form is approved, the original form will be nullified; if the modified version is dismissed for some reason, the original form will retain the Approved status and will be valid.

### 4.5.3 Working with the R Form registry

User-created applications are shown in the application registry (Figure 37). For a System user with the Applicant role, each bookmark is a list of applications pre-sorted by the relevant status (Draft, Canceled, Pending Approval, Dismissed, Approved). Next to each bookmark there is a numeric indicator showing the number of applications it contains.

Permission number	Flight start date	Flight end date	Date of registration of the form	Airline name	Type of main aircraft	ANO payment	Flight number	Departure (location) Name / code (coordinates)	Arrival (place) Name / code (coordinates)	Status
20220527-648754	27.05.2022	27.05.2022	27.05.2022 3 months ago	TURKISH AIRLINES	B77L	Paid	111	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	Processing
20220617-465595	There is no data	There is no data	17.06.2022 2 months ago	UPS Airlines	B744	Paid	There is no data			There is no data
20220617-465869	17.06.2022	17.06.2022	17.06.2022 2 months ago	TURKISH AIRLINES	B77L	Paid	809	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	Approved
20220617-465945	17.06.2022	17.06.2022	17.06.2022 2 months ago	TURKISH AIRLINES	B77L	Paid	809	UUEE Moscow (Sheremetyevo)	HEGN Hurghada	Draft
20220617-466782	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744	Paid	101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	Approved
20220617-466915	17.06.2022	17.06.2022	17.06.2022 2 months ago	UPS Airlines	B744	Paid	101	UUEE Moscow (Sheremetyevo)	LTFM Istanbul (Istanbul)	Canceled

Figure 37. R Form registry for an applicant

### 4.5.4 R Form batch loading

The system supports R Form batch loading using web services. To use this capability, please read the batch loading instruction (OPC API Documentation v. 1.0.0).


### 4.5.5 Request for additional information

When an application is pending approval, approvers can request additional information from the Applicant and leave comments to ensure that the information contained in applications is timely updated.

The system allows comments of the Request for Information type: they are intended for requesting additional information or clarifying application parameters with the Applicant. The

request is visible to all users and needs a response from the Applicant. When selecting this type of comment, you should specify which information exactly the Applicant has to provide in addition. Once the Add Comment button is clicked, the request is sent automatically. To exist the form, click the All Forms button. After exiting to the registry, the form gets available in the Request for Information selection and is assigned the Request for Information status.

If approvers request additional information, the application status changes to the Request for Information and is shown on the bookmark in the Request for Information registry.

To respond to the request, open the application form, click on the comment panel in the application [1], then select the comment (the request contents will be shown at the top of the comment window) and respond to it in the Comment field [1]. If needed, attach supporting documents using the button . To save the response to the request, click the Send button.

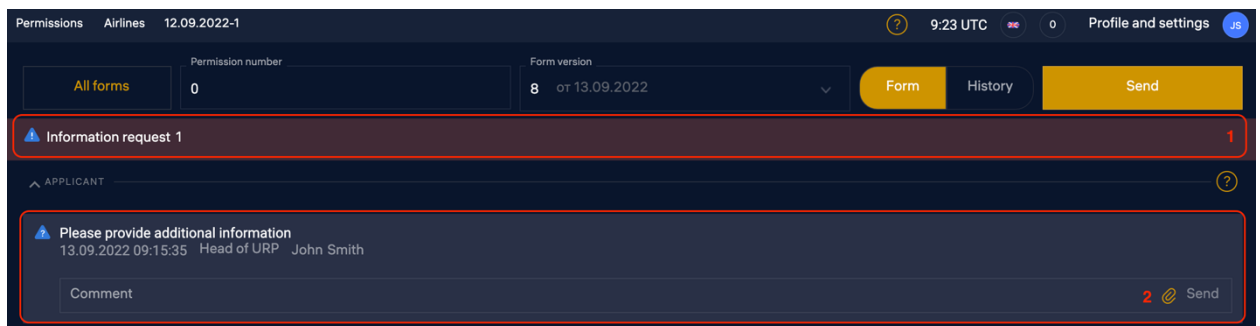


Figure 38. Response to a request for information

#### 4.5.6 Flight archiving process

To archive an application, click three dots in the application row (Figure 39) and select the Archive item in the drop-down menu [1]. To use the archiving function, the registry should be switched to the By Application mode [3]. When archived, an application does not disappear from the system; to view archived applications, go to the archived application registry by switching the Current/Archived toggle at the bottom right of the screen [2].

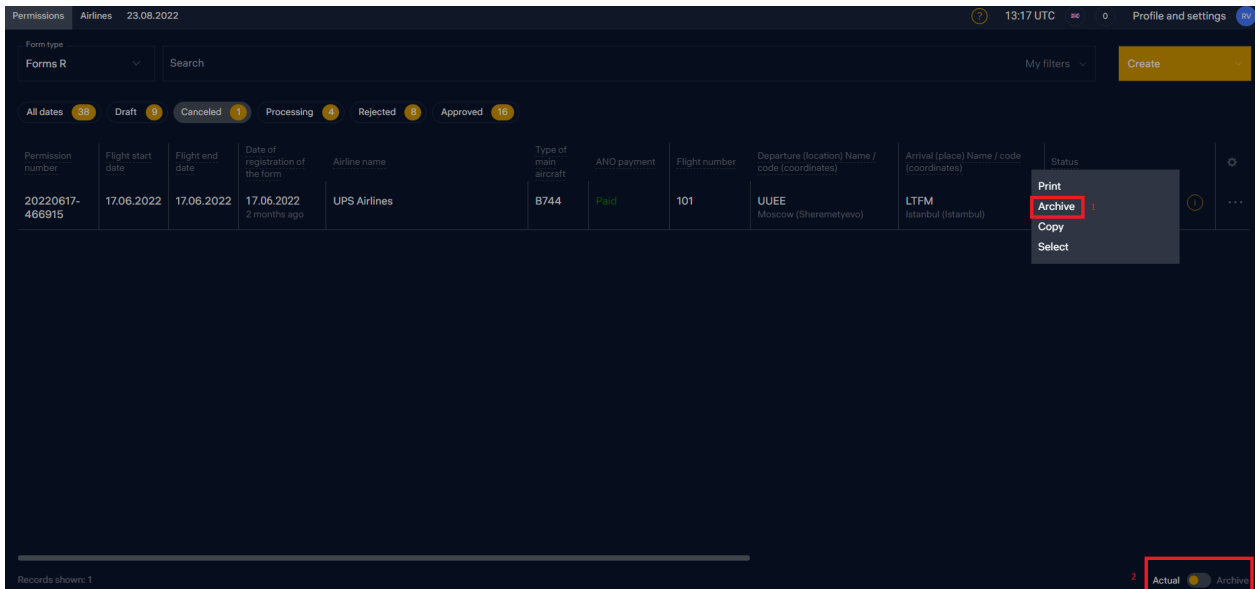


Figure 39. Archiving an application

#### 4.5.7 Applicant's cancellation

A previously submitted application can be canceled (nullified) by the applicant. To nullify an application, select it in the registry, click three dots on the right of the application row and select the Nullify or Cancel item in the drop-down menu (Figure 40).

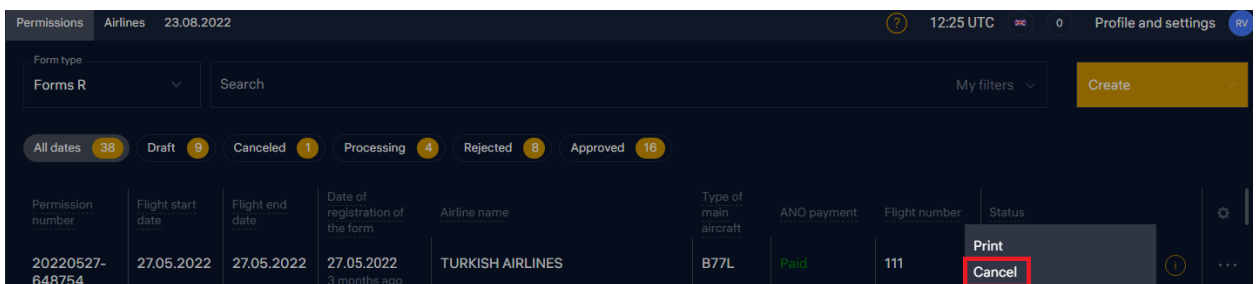


Figure 40. Applicant's cancellation

If an R Form application is not approved, it will be canceled immediately. If an R Form application has been previously approved, a message will appear, "Do you want to nullify it completely?" (Figure 41).

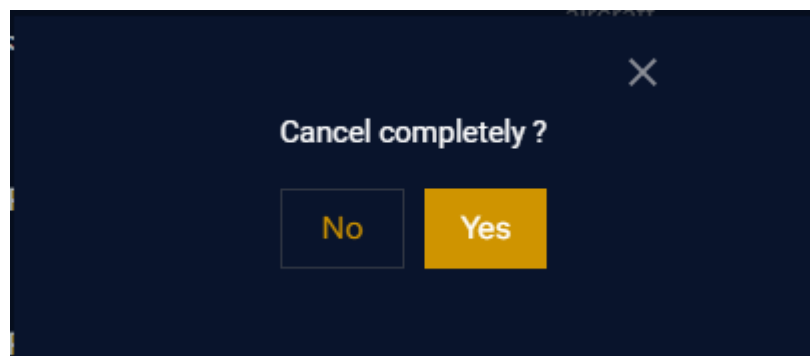


Figure 41. Notification on applicant's cancellation

If it is needed to cancel the application completely, agree by clicking the Yes button in the message. In case an R Form application is canceled partially, you should click the No button

and then select the last flight date (LFD) in the calendar that appears (Figure 42).

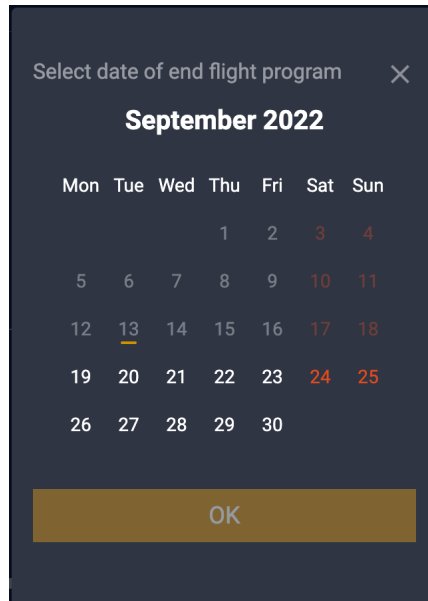


Figure 42. LFD selection

#### 4.5.8 Group application editing

Group application editing is not supported; when such application is opened, there is a message, "The application is being edited by user..." (Figure 43). However, if a user leaves an application opened and does not interact with it for 10 minutes, their session will be terminated automatically and the application will become editable. Also, to unlock the form, the user who finished working with it should exit it by clicking the All Forms button in the top left corner of the application.

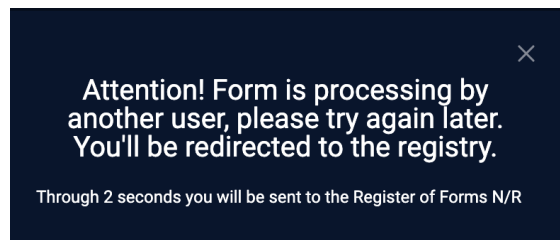


Figure 43. Message on locking the form when it is accessed by more than one user

## 5 FAULTS

In case of errors in Approval Manager functioning that are not covered in this section, please refer to the staff responsible for operating the System.

Error class	Error	Error description	Required user action when an error occurs
Power failure on the user PC	The user PC has no power supply or there was a power failure.	The PC shut down or restarted.	Restart the PC and/or web browser. Check the Approval Manager availability. Retry to connect (log in) to Approval Manager.
Local network failure	There is no network interconnection between the PC and the Approval Manager application server	It is impossible to launch (continue working with) Approval Manager. There is no network connection to the Approval Manager server	Restart the PC and/or web browser. Check the Approval Manager availability. Once the local network functioning is restored, retry to connect (log in) to Approval Manager.
Failure to save data	There is a message that a form cannot be saved	It is impossible to save the entered data in the form	Restart the PC and/or web browser. Check the Approval Manager availability. Retry to save the form.